



AMBULANCE POLICY

RATIONALE:

At times of accidents or illness, the College may be required to call an ambulance to transport a staff, student or community member to hospital.

As the ambulance service is a potentially expensive option for families, and as the ambulance service is a vital community resource, processes for requesting the attendance of the ambulance service must be followed.

To ensure that all members of the school community understand Melba College's position and processes regarding the attendance of the ambulance service.

IMPLEMENTATION:

At times of accidents or illness, the First Aid trained staff member/s in attendance may confer with the Principal (or next most senior staff member available) and make a decision as to whether or not they should request the attendance of the ambulance service.

In determining whether to contact an ambulance the following considerations should be taken into account:

- the health and safety of the patient will be the only determining factor.
- Ambulance membership, or potential costs to families will not be a point of consideration
- The decision to call an ambulance will always be made with a conservative 'better to be safe rather than sorry' attitude.
- The staff member in the best position to report on the patient's condition should contact the ambulance, as the ambulance staff will seek information on the patient's condition
- If the staff member believes the ambulance is required to ensure student safety and wellbeing, the staff member **must** call for an ambulance as soon as possible. After calling for an ambulance a Principal Class Officer should be notified immediately.

If an ambulance is called Melba College will ensure that:

- Parents (or next of kin for an adult) will always be contacted as soon as possible so that they may be in attendance when the ambulance arrives.
- The Principal (or next most senior staff member available) will direct the ambulance to the safest place nearest the student
- All other students will be kept away from any accident scene.
- The school's administrative staff will provide a CASES21 printout of a student or staff member's personal details that will be made available to ambulance officers upon arrival.
- A staff member will always accompany a student to the hospital in the absence of a parent/guardian if the attending ambulance officers approve.
- Staff members accompanying a student to hospital will be collected by the school, another adult, or will be returned to school via taxi which will be paid for by the school.
- The Principal will be informed of and made aware of the hospital to which the patient is being transported in case they need to inform parents or next of kin, or in case they have to arrange the collection of the accompanying staff member.

All members of the College community will be encouraged to be members of the Ambulance Service, with an annual reminder including membership details distributed through College communication channels.

RELATED POLICIES & LINKS:

- First Aid Policy
- Medications Policy
- Camps and Tours Policy
- Excursions Policy
- Emergency Management Policy
- <http://www.ambulance.vic.gov.au/>

Policy Reviewed by School Council	Person Responsible for Policy	Next School Council Review
2019	Assistant Principal Compliance	2022